

Meeting Record and Action Plan

Date: _____

Present: _____

Meeting of: _____

Time Began: _____ Time Ended: _____

Minutes taken by: _____

Subject	Summary of Discussion	Decision Made/ Vote Taken	Next Steps	To Be Done by Whom/When

From **The Help I-Don't-Have-Enough-Time Guide to Volunteer Manager** by Katherine Noyes Campbell and Susan J. Ellis

Kentucky Commission on Community Volunteerism and Service

www.volunteerKY.ky.gov



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